

Draft Minutes
Of The
Mead Public Library Board
January 26, 2012

The meeting of the Mead Public Library Board of Trustees was held on Thursday, January 26, 2012 in the Josephine A. Rocca Meeting Room. Present Board Members: Ms. Quinn, presiding; Mrs. Johnson, Ms. Montemayor, Mr. Nelson, Mr. Stauber Soik, Mrs. Segalle, Ms. Wortche and Mr. Zylman. Absent Board Members: Ald. Sampson. Staff Members Present: Ms. Winkle and Mr. Zehfus.

1. Ms. Quinn called the meeting to order at 3:45 p.m.
2. Ms. Quinn determined there was a Quorum present.
3. Ms. Quinn led the Pledge of Allegiance.
4. There was no Public Comment.
5. Ms. Montemayor **moved** to approve the minutes of December 15, 2011. Mr. Nelson **seconded** the motion. The motion **passed**, 7-0-1. Abstaining: Mrs. Segalle.
6. Ms. Winkle introduced Ms. Pat Mueller, the new Office Assistant. Updated copies of the Board of Trustees roster and the committee assignments roster were distributed. Ms. Winkle reported that nationally ownership of e-reader devices had doubled over the holidays. Attendance at e-reader classes at MPL has doubled too.
7. Committee Reports
 - A. Mr. Nelson reported that the Common Council Finance Committee had discussed a Common Council Resolution that the 2013 City Department budgets be reduced by 2% for salary and benefits and 1% for materials purchases. The Finance Committee decided not to implement the recommendation.
- B. Financial Report
 1. Mr. Nelson stated that the Finance Committee recommends Board approval of the current expenditures. He **moved** to approve payment of current expenditures, including payroll and recurring expenditures. **Seconded** by Mr. Zylman. The motion **passed**, 8-0.
 2. Mr. Zehfus introduced the monthly 2011 and 2012 budget status reports.
 3. Mr. Zehfus reported that the 2011 Budget is in the process of being closed out. The Board intended that part of the unreserved fund balance from 2011 be used to fund merit bonuses for staff in 2012. That action will have to wait until the 2011 budget is closed out in February.

4. There were no line item transfers or budget amendments.
5. Mr. Zehfus distributed a Donation Investment spreadsheet, the 2011 and 2012 850 expenditures reports and the report of gifts received.

8. Ms. Quinn introduced review and possible action on the designation of five furlough days for 2012. The proposed furlough day on August 14 (the Polaris upgrade date) conflicts with a voting day. Mr. Zylman **moved** to change that furlough day to August 17. **Seconded** by Ms. Montemayor. The motion **passed**, 8-0. The Board directed Ms. Winkle to ask Mr. Paul Onufrak to reschedule the Polaris upgrade day if possible. Mr. Zylman **moved** to designate March 23, May 18, June 28, August 17 and September 21 as 2012 Furlough days. **Seconded** by Ms. Montemayor. The motion **passed**, 8-0.

9. Ms. Winkle reported and reviewed the status of the 2011 Initiatives Status Report. Discussion followed.

10. Ms. Winkle introduced review and possible action on adoption of 2012 Initiatives. The Board discussed the Initiatives and recommended adding two: investigating the cost and potential benefits that installing automated materials return equipment might bring, as well as offering library card holders the option of receiving MPL newsletters by either e-mail or a paper copy through regular mail. Ms. Montemayor **moved** to adopt the revised 2012 Initiatives. **Seconded** by Mr. Nelson. The motion **passed**, 8-0.

11. The Board received the Mead Public Library Salary Scales and Table of Organization for 2012.

12. Director's Report

A. "Give a Gift to Mead" Ms. Winkle reported that over the holidays 43 adult books and 16 Juvenile books had been donated, with a total value to the library of \$724.00.

B. Security update. Ms. Winkle reported that on early release days there have been a few problems before the scheduled arrival time of the security officer. By consensus the Board directed that the officer be scheduled earlier on Wednesdays. The budget can be adjusted later as necessary.

C. Exclusion from Mead Public Library. Ms. Winkle reported the exclusion of a minor for sixty days.

13. Liaison Reports

A. Eastern Shores Library System – Mr. Nelson reported that the ESLS Board will meet next Monday.

- B. Mead Public Library Foundation – Ms. Quinn reported that six people had joined the Renaissance Society and that 14 current members had moved to higher levels of giving during 2011.

- C. Friends of Mead Public Library – Sharon Winkle
 - 1. Ms. Winkle introduced review and possible action on recognition of the Friends 40th Anniversary via designation of 40 selected items in its honor. Ms. Quinn will prepare a resolution in honor of the event. Ms. Montemayor **moved** that 40 books be purchased and be given book plates honoring the 40th Anniversary of the Friends of MPL. The books should be displayed at the Friends annual meeting in April. Mrs. Segalle **seconded** the motion. The motion **passed**, 8-0. The Friends have applied to take part in World Book Night on Monday, April 23rd.
 - 2. Mrs. Nancy Lewis commented that the Friend’s bookstore is moving into larger, more prominent quarters. In 2011, the sale of gift and discarded items via the BookStore and special sales realized \$10,000.00.

Mr. Zylman asked that upcoming Agendas have a final item for Board members to recommend items of interest for future meetings.

14. At 5:27 p.m. Mrs. Johnson **moved** to adjourn. **Seconded** by Ms. Wortche. The motion **passed**, 8-0.